INSTRUCTIONS TO APPLY FOR A RADON MEASUREMENT SPECIALIST CERTIFICATION

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs - RADON Page and follow the “How to create an account” instructions.

NOTE: You must use either Google Chrome or Safari when applying online.

If you need assistance navigating the portal after reviewing these instructions, contact the Regulatory Program Help Desk Support Team: 1-855-824-4357 or adperehreg@idph.iowa.gov

REQUIRED DOCUMENTS:
To view the full list of application requirements, please visit https://idph.iowa.gov/radon/get-certified to view the “Measurement Specialist Application Guide.”

STEP 1: SIGN IN
Click Sign In on the portal home page.

STEP 2: CONTINUE FROM THE PROFILE PAGE
After signing in you will be taken to your Profile Page. Click Continue at the bottom.
**STEP 3: APPLY FOR A PROGRAM**

Next, you will be directed to the My Programs page.

1) Click on Apply for a Program.

2) On the next screen: Select Program as Radon Individual. Select Program Detail as Measurement Specialist. Click Continue.

3) A pop-up message will appear. Click OK.

**STEP 4: APPLICATION FORM**

The renewal application will appear on the next screen.

1) Click Expand All on the right side of the Application Form.

2) Questions with a red asterisk * or highlighted are mandatory.
STEP 5: RADON TESTING METHODS
You must choose all testing methods you will perform by clicking on them in the box that appears below.

- To select multiple methods, hold down the Ctrl button on your keyboard and click the method types you wish to add. Release Ctrl when finished.

![Testing Methods](image)

STEP 6: RADON TRAINING & TESTING
The following questions require “Yes” answers in order for your application to be approved.

(To review the requirements visit this website: [https://idph.iowa.gov/radon/get-certified](https://idph.iowa.gov/radon/get-certified))

![Training and Testing](image)

STEP 7: RADON WORK & EDUCATION
1) You must select to attach at least one of the following.
2) Step 11 will show you how to add your attachments.

![Work and Education](image)

STEP 8: RADON AFFIRMATION STATEMENTS
The following questions require “Yes” answers in order for your application to be approved.

(NOTE: You will not have a QA/QC number at this time. Step 11 will show you how to add your attachments. To review the requirements visit this website: [https://idph.iowa.gov/radon/get-certified](https://idph.iowa.gov/radon/get-certified))

![Affirmation Statements](image)
STEP 9: AFFIRMATION

1) Answer the following questions.
2) If you answer Yes you must provide additional information in the text box proceeding the question.
   a. You may be asked to provide additional documentation in the form of an attachment.

STEP 10: EDUCATION & EXPERIENCE

You must add your Education and/or Experience here based on the answer you gave in STEP 7.

1) Click Add to add your Education and/or Experience.
2) Once you have filled out all the information fields, click Save.
   (Use the scroll bar to see additional fields.)
STEP 11: ADD ATTACHMENTS & CONTINUE

To add any required documentation, such as transcripts, resume, court documents, QA/QC Plan, SOP, etc. you will need to click **Add New Attachment**. Visit [https://idph.iowa.gov/radon/get-certified](https://idph.iowa.gov/radon/get-certified) for more information on requirements.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click **Choose File**.
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

The name of the document should appear next to the **Choose File** button.

Continue this process for each document needing to be attached.

**NOTE:** If you attach a document in error, **it cannot be removed by you**. You will need to contact the IDPH Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

**DO NOT CLICK CANCEL** – this will void your entire application.

You must attach all supporting information before completing the application, or your application could be delayed or denied.

**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.**
STEP 12: RDNI CONTACT LIST
1) Click **Add** and enter the employer contact details, then click **Save**.
2) When you have finished, click **Continue** at the bottom of the screen.
   (Use the scroll bar to see additional fields.)

STEP 13: TERMS AND CONDITIONS
Check the box as show to agree to “Terms and Conditions” and click **Continue**.

STEP 14: PAYMENT
To make an online payment:
1) Click **Pay Now** when you see the option.
2) You will be directed to the payment system.
3) Select **Payment Method**, and fill in your payment details.
4) Click **Continue** to review your payment information and click **Confirm**.

The following page is your confirmation page.

5) Keep a record of your **Confirmation Number** or print this page for your records.
6) Click **Continue** to be taken to your Receipt and return to your profile.